



DODOMA CHRISTIAN MEDICAL CENTER TRUST

CONSULTANCY SERVICES

DEVELOPMENT OF A PROCUREMENT AND SUPPLY CHAIN MANAGEMENT MANUAL

Background

Dodoma Christian Medical Center (DCMC) was established in 2003 and has since been dedicated to delivering specialist and super-specialist healthcare with a focus on high-quality and compassionate care. Over the years, the hospital has evolved its strategic planning process to ensure long-term operational excellence and comprehensive healthcare services.

Recently, DCMC has transitioned to a more strategic approach with a 25-year Perspective Plan, a 10-year Transformation Plan, and a five-year Strategic Plan. These plans were developed using a participatory approach involving key stakeholders, aiming to identify obstacles, opportunities, and appropriate strategies aligned with national health plans and international development goals.

Over the next 25 years, DCMC aims to become a world-class super-specialist hospital, evolving into a regional hub for advanced medical care. The hospital prioritizes quality services, preventive and corrective care, and technological advancements to enhance access and equity in healthcare.

In line with its strategic objectives, DCMC seeks to engage a consultant to develop a Procurement and Supply Chain Management Manual. This manual will play a crucial role in enhancing operational efficiency, ensuring transparency, and supporting the hospital's long-term sustainability goals.

Objectives

The primary objective of this assignment is to develop a robust and comprehensive Procurement and Supply Chain Management Manual that will guide the procurement operations and supply chain management of DCMC Hospital. The manual should cover, but not be limited to, the following areas:

- Procurement planning
- Supplier selection and evaluation
- Contract management
- Risk management in procurement
- Audit procedures in procurement
- Inventory management
- Distribution of supplies to different departments
- Handling returns or disposal of used items

Scope of Work

The consultant will be expected to:

1. Conduct a thorough review of the existing procurement systems, supply chain procedures, and inventory management practices.
2. Develop a comprehensive Procurement and Supply Chain Management Manual.
3. Provide training to the relevant staff on the application of the new procurement policies, supply chain procedures, and inventory management practices.

Deliverables

The consultant will deliver the following:

1. A comprehensive Procurement and Supply Chain Management Manual.
2. A report detailing the process undertaken in developing the manual, challenges encountered, and recommendations for future improvements.
3. Training materials and a report on the training conducted.
4. A final report summarizing the project's outcomes, including any recommendations for future improvements.

Timeframe

The assignment is expected to be completed within two months from the date of contract signing.

Qualifications

The consultant should have:

1. A minimum of a Master's degree in Supply Chain Management, Procurement, or a related field.
2. Active procurement professional qualification such as CIPS, CSP, CPSP, or MCIPS qualification.
3. At least five years of experience in developing procurement policies, supply chain procedures, and inventory management practices for healthcare institutions, with a demonstrable working knowledge in the field.
4. Excellent communication and training skills.

Application Process

Interested consultants are invited to submit their CVs and a proposal detailing their understanding of the TOR, methodology, and a detailed work plan. The proposal should be divided into two parts: a Technical Proposal and a Financial Proposal. The Technical Proposal should detail the approach and methodology for the assignment, while the Financial Proposal should provide a detailed budget estimate for the assignment.

Evaluation and Selection

Proposals will be assessed based on the following weightings:

1. Technical Proposal (70%): This includes understanding of the TOR (20%), methodology (30%), experience (10%), and work plan (10%).
2. Financial Proposal (30%): This will assess the cost-effectiveness of the proposal.

Confidentiality and Compliance

The consultant will have access to the hospital's procurement information, upholding the highest standards of confidentiality and adherence to regulatory requirements.

Proposal Submission

Interested consultants or consulting firms are invited to submit a detailed proposal outlining their approach, methodology, timeline, team composition, relevant experience, and proposed budget. Proposals should be submitted to **Mr. Edward Emmanuel** (Chief of Administration and Human Resource) through email at: eedmanuel@dcmct.or.tz no later than 10 days from the date of this advertisement.